

**UNIVERSITY TREATMENT CONCERNING THE SELF STUDY OF UNIVERSITY OF
AIZU FACULTY, ETC.**

1. The conduct of self study at home and elsewhere during working hours by University Faculty, etc. shall be treated as follows.
2. Self study, when such does not interfere with the affairs of the affiliated department of that Faculty member, etc. performing the self study, shall be performed concerning the duties with which that faculty member is primarily responsible.
3. With respect to the management of services, the University President's approval, based upon a petition for leave (absence), of an exception to one's obligation to concentrate on their duties shall be received for each case of conducting self study.
4. Situations in which the period of conduct of self study exceeds two weeks shall be treated as follows.
 - (1) [The "Self Study Planning Form" \(Form No.1\)](#) shall be submitted to the University President through the respective Director prior to two weeks before the scheduled beginning date of self study, and self study shall begin upon obtaining the University President's approval.
 - (2) After the conclusion of self study, the ["Self Study Report Form" \(Form No. 2\)](#) must be promptly submitted to the University President through the respective director.

ADDITIONAL PROVISIONS

This treatment shall be enforced as of April 1, 2006.

FORM NO.1 [PDF](#), [MS-WORD](#)

Self Study Planning Form

1. Place Of Self Study (location or institution)	
2. Purpose Of Self Study	
3. Period Of Self Study	

3. Period Of Self Study	
4. Department Director Opinion	Department Director <div style="text-align: right;">Seal</div>
<p style="text-align: center;">Self study is hereby reported as stated above.</p> <p style="text-align: center;">Date: Day _____ Month _____ Year _____</p> <p>To The University of Aizu University President</p> <p style="text-align: center;"> Department Name Position Title / Name </p> <div style="text-align: right;">Seal</div>	